

## ENCROACHMENT PERMIT

City of Lake Forest/Department of Public Works  
25550 Commercentre Drive Suite 100  
Lake Forest, California 92630  
(949) 461-3487 Fax: (949) 461-3512



PERMIT NO.: \_\_\_\_\_

ISSUE DATE.: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**APPLICATION FOR WORK IN THE PUBLIC RIGHT OF WAY**  
**TO EXCAVATE, FILL, OBSTRUCT, OR CONSTRUCT ON PUBLIC PROPERTY AND AGREEMENT TO HOLD THE CITY OF LAKE FOREST HARMLESS**

Work Location: \_\_\_\_\_ Development No./Project: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_ Address of Applicant: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_ Contractor's Phone: \_\_\_\_\_  
Address of Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Contractor's License: \_\_\_\_\_

**APPLICATION IS HEREBY MADE TO PERFORM THE FOLLOWING WORK**

TYPE OF WORK (check applicable):	Excavation	Sidewalk/Driveway Replacement	Paving	Other
	Traffic Control/Lane Closure	Storm Drain Entry	Stockpile/Storage	
REQUIRED SUBMITTALS:	Insurance Certificate and Endorsements (both general liability and workers comp)		3 sets of Approved Plan	

Work Scheduled to Begin: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Title of Approved Plan: \_\_\_\_\_

Indicate In Specific Detail Work To Be Done:


*I AGREE TO COMPLY WITH THE STANDARD CONDITIONS AND/OR SPECIAL PROVISIONS ATTACHED TO THIS APPLICATION AND WITH ALL CITY ORDINANCES, RESOLUTIONS, STANDARDS AND SPECIFICATIONS CURRENTLY IN FORCE, AND TO PAY FOR REMOVAL AND PROPER PLACEMENT OF ANY ITEM INSTALLED UNDER THIS PERMIT WHICH DOES NOT COMPLY WITH THE ABOVE. IN ADDITION, I AGREE TO PAY FOR THE REPAIR AND/OR REPLACEMENT OF ANY CITY FACILITY OR IMPROVEMENT WHICH MAY BE CUT OR DAMAGED AS A RESULT OF ANY WORK UNDERTAKEN PURSUANT TO THIS PERMIT.*

**\*\*NOTIFY PUBLIC WORKS INSPECTOR 48 HOURS PRIOR TO BEGINNING WORK AT (949) 461-3494\*\***

**\*\*UNDERGROUND SERVICE ALERT has been contacted and has provided Inquiry ID Number** \_\_\_\_\_

Applicant (Print Name) \_\_\_\_\_

Phone Number \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

APPROVED: \_\_\_\_\_

Department of Public Works/Engineering Division

Date \_\_\_\_\_

PERMIT FEES	INSPECTION RECORD		
Issuance Fee:	I certify that the work allowed in the public right-of-way has been constructed according to the conditions, specifications and plans of this permit and I hereby accept the work in this manner.		
Inspection Fee:			
Deposit			
PENALTY:			
TOTAL:	Inspector's Signature:	Date:	
CASH CHECK #:			
<b>BOND INFORMATION</b>			
Surety Type & No. :	Comments:		
Surety Amount:			

Copies to:    ☐ City File                      ☐ Finance                      ☐ Permittee                      ☐ Inspector